

## Examinations & Assessment Assistant - School of Medicine & Dentistry - Grade E

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### Job Description

#### Purpose

The post holder will provide comprehensive administrative support to ensure successful delivery of assessment within the School of Medicine. The role will be key to maintaining academic standards and enhancing the quality of the student experience. Under the supervision of the Assessment Lead, the post holder will support the role of the assessment subcommittee in setting, analysing and interpreting student performance against expected standards.

#### Duties

1. Support the academic teams and Assessment Lead in the delivery of all aspects of assessments, both internal and external, to ensure timelines are met and quality standards of both the School and external regulatory bodies are upheld.
2. Assist with quality management activities related to assessment, including emendation, standard setting, and post-exam de-briefs.
3. Create and maintain overall plans and enforce policies and procedures to ensure examination quality ahead of the examination period. Ensure issues are dealt with promptly and accurately.
4. Support the Module Leads and Course teams in ensuring all assessment tasks are compliant with agreed deadlines to enable Module and Programme boards to take place efficiently and effectively.
5. Coordinate the annual assessment schedule making information available for scrutiny by staff and students.
6. Assist with the planning, organisation of clinical OSCE assessment including the recruitment and training of examiners.
7. Assist with the planning and organisation of invigilators to include training and coordination of invigilators during the examination period, monitoring student examination absences and the recording and reporting of exam incidents.
8. Provide guidance to staff on the use of Maxinity examinations software and working in conjunction with the Assessment Lead, take responsibility for the IT platform Maxinity used to deliver online examinations.
9. Liaise with external examiners to ensure access to materials for review and quality activities such as site visits and Assessment Board attendance are facilitated.
10. Assist with post-hoc examination analysis and production of results.
11. Manage student data, maintaining confidentiality and sharing of assessment information as appropriate.
12. Promptly deal with queries from students regarding any aspect of assessment.
13. Support the work of the assessment sub-committee to ensure it meets its terms of reference and contribute to future review and enhancement of the sub-committee with a view to continuous improvement.
14. Take part in evaluation and feedback activities to ensure continual improvement of the assessment process and student experience.

15. Work with the Assessment Lead to maximise the student experience including implementation of reasonable adjustments.
16. Provide cross cover for other members of the assessment team if required due to service need.
17. Undertake any other relevant duties and responsibilities, appropriate to the grade as may be determined by the line manager.

## Person Specification

### **Knowledge, Skills, and Behaviours (Essential)**

- Demonstrable experience of current administrative/clerical practices with relevant IT skills, and competency in Excel and other Office software (Application/Interview).
- Significant experience of organising, updating, and maintaining accurate computerised records and files (Application/Interview).
- A range of GCSEs, including English Language and Maths at Grade C or above, or appropriate equivalent experiential learning (Application).
- Ability to work consistently under pressure, prioritise work and meet deadlines and deal with confidential and sensitive information (Application/Interview).
- Excellent attention to detail and able to manipulate complex data with a high degree of accuracy (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions, and behaviours (Application/Interview).

### **Knowledge, Skills, and Behaviours (Desirable)**

- Experience of working in a Higher Education environment (Application/Interview).
- Experience of assessment and examination (Application/Interview).
- 'A' level or equivalent qualifications (Application).
- Degree (Application).
- Use of SharePoint and specialist software, e.g. Databases (Application/Interview).